

Credential Application

Safety and Buildings Division
201 W. Washington Avenue
P.O. Box 7082
Madison WI 53707-7082
Phone (608) 261-8500
TDD #: (608) 264-8777
7:45 a.m. - 4:30 p.m.
www.commerce.state.wi.us

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m)].

**THE CREDENTIAL WILL NOT BE
PROCESSED UNLESS YOU :**

- A. Sign and date this form;
- B. Submit a complete application with all blanks filled in or marked non-applicable;
- C. Attach the specified fee; and
- D. Attach documents if specified on this application.

Instructions: Please review the pre-printed information in the boxed portions of this application. Clearly print corrections or new information where needed. Please use a color of ink other than black. **Be certain to sign and date the application.** The applicant's social security number is mandatory information. **Make a photocopy of the completed application for your records.**

By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met. **Notice: Information collected may be used for participation surveys, eligibility for approvals, law enforcement (including child support and tax delinquency enforcement) purposes and other secondary purposes. The Department may also provide this information to requesters pursuant to Wisconsin's open records law, ss. 19.31-19.39 stats. Social security numbers are required when applying for a license according to Wisconsin Stats. But they may not be disclosed to anyone except other State of Wisconsin governmental agencies.**

Applicant's Signature	Date (mo/day/yr)
Applicant Information	
Applicant's Social Security No:	
Applicant's Name (First, Middle and Last):	
Address No. & Street, or P.O. Box:	
City, Town or Village, State, Zip + 4 Code:	
Country, If Other Than United States:	
Telephone No. (include area code):	
If Available, Fax No. (include area code):	
If Available, Internet Address:	

AUTOMATIC FIRE SPRINKLER CONTRACTOR LICENSE

Application and Exam Fee (nonrefundable): \$125.00 **class code 7630**

Make checks payable to: Safety and Buildings Division. The fee consists of a \$25 application fee and an exam fee of \$100. When the exam is passed, the applicant will be asked to pay a \$1000 credential fee which will be prorated because the credential expires on a specific date. The credential, which will be issued after the exam is passed and the prorated credential fee paid, will be effective for 2 years from June 30th. Applications may be hand delivered to 201 W. Washington Ave, Fourth Floor, Madison, WI between the hours of 7:45 a.m. and 4:30 p.m., Monday through Friday.

Reason for Credential: Pursuant to ss. 145.15 (4), 145.165 and 145.175, Stats., no person may install, maintain or repair automatic fire sprinkler systems unless the persons holds a credential issued by the department as a licensed automatic fire sprinkler contractor, a licensed journeyman sprinkler fitter, a registered automatic fire sprinkler system apprentice, a registered automatic fire

No person may conduct the annual activities relative to inspection and testing of an existing automatic fire sprinkler system and components as required by ch. Comm 14 unless the person holds a credential issued by the department as a licensed automatic fire sprinkler contractor, a licensed journeyman sprinkler fitter, a registered automatic fire sprinkler system apprentice, a registered automatic fire sprinkler contractor-maintenance, a registered automatic fire sprinkler fitter-maintenance or a registered automatic fire sprinkler system tester.

For any construction or installation that requires a uniform building permit under s. Comm 20.08, persons, entities, or businesses which hold licenses, certifications, or registrations as identified in Comm 5 may not commence construction or installation until a permit is issued.

- At least 1,000 hours of experience per year for at least 3 consecutive years as a licensed journeyman automatic fire sprinkler fitter.
- Graduated from an accredited 4-year university or college with a degree in civil engineering, mechanical engineering or other approved engineering curriculum related to automatic fire sprinklers.
- At least 1,000 hours of experience per year for at least 7 years in automatic fire sprinkler design or installation. Each semester spent full-time in a school of civil or mechanical engineering or other accredited college, university, technical or vocational school in an automatic fire sprinkler-related program shall be considered equivalent to 500 hours of experience, with no more than 3,000 hours and 3 years of experience through education being credited toward the 7 years of experience.
- A level III certification in fire protection/automatic fire sprinkler system layout from the national institute for certification in engineering technologies. Attach a copy of the certificate.

If the experience you gained spanned more than 12 consecutive months use a separate row for each 12 month period. In the Time Period column fill in the beginning month and year and the ending month and year in which the experience hours were completed. In the Experience Hours column fill in the number of hours claimed for that time period but do not record more than 1,000 hours in the column even if you worked more than 1,000 hours. If the hours were witnessed by more than one person, the hours witnessed by each person must be filled in on separate rows. Photocopies of this page may be made if you need additional room or would like to mail to witnesses to sign. The witness must have observed or had knowledge of the number of work hours performed as a journeyman automatic fire sprinkler fitter or in the design or installation of systems.

[illegible]

For each semester in a school for civil engineering or mechanical engineering or other approved engineering curriculum related to automatic fire sprinklers, specify the beginning and ending date of the semester, record 500 hours of experience, write the name of the school, and **ATTACH** a copy of the official transcripts from the school to this form. Photocopies of transcripts will not be accepted. No experience hours should be recorded if official transcripts are unavailable. This must be full-time schooling, not part time or evening classes.

Time Period		Experience Hours	Name of School
Began Month/Yr	Ended Month/Yr		

Examination: In order to obtain the credential the applicant must obtain a score of at least 70% on an examination. The exam will cover information contained in chapters Comm 5 and 82.41, Wisconsin Administrative Code; and NFPA standards 13 (1999 edition), 13R (1999 edition), 14, 15 (1996 edition), 20 (1996 edition), 22 (1998 edition), 24 (1995 edition), and 25 (1998 edition) of the National Fire Protection Association; and Friction Loss Tables; 2000 IBC and WI Comm 61-65 Amendments. This exam is open book. Copies of current Wisconsin Administrative Code books may be obtained from Document Sales @ (608) 266-3358 or @ (800) 362-7253. NFPA standards may be ordered from the National Fire Protection Association @ (800) 344-3555.

To schedule an exam:

- In the table below circle the month you would like to take the exam and the city in which you would like to take the exam. Record a telephone number where you can be reached during the day in case the exam center is filled for that date. The department will attempt to call and offer exams at available sites or dates.
- Submit the **FEE AND THIS APPLICATION** with the month and city circled for the exam to the division **at least 30 days in advance of the exam date chosen**. Note you may wish to keep a copy of this letter for your records.

Exam Name:		This is a 5-hour exam and will be scheduled for the a.m. [] a.m. session (7:15) or [] p.m. session 11:45	
Circle the exam location of your choice below. Then below the location, circle the day you would prefer to take the exam.			
Wausau All Categories	Black River Falls No Soil Testers	Madison All Categories	Pewaukee No Soil Testers
2004 Exam Schedule			
	August 5	August 10	August 17
September 14		September 28	September 21
	October 7	October 12	October 19
November 9		November 16	November 23
		December 14	December 21
2005 Exam Schedule			
LA CROSSE <i>Days Inn and Conference Center</i> <i>101 Sky Harbour Dr</i> <i>608-783-1000</i> <i>Soil Testers</i>	GREEN BAY <i>Regency Suites Hotel</i> <i>333 Main St</i> <i>920-432-4555</i> <i>Soil Testers</i>	MADISON <i>Sheraton Inn</i> <i>706 John Nolen Dr</i> <i>608-251-2300</i> <i>Soil Testers</i>	PEWAUKEE <i>Waukesha County Technical College</i> <i>WCTC</i> <i>800 Main St</i> <i>262-695-3474</i> <i>Pat Kraft</i>
	January 4	January 11	January 19 Wednesday

February 8		February 15	February 22
	March 9 Wednesday	March 15	March 22
April 5		April 12	April 19
	May 11 Wednesday	May 24	May 17
June 7		June 22 Wednesday	June 14
	July 12	July 26	July 19
August 9		August 23	August 16
	September 13	September 27	September 20
October 25		October 11	October 18
	November 8	November 22	November 15
		December 13	December 6

Day phone number:

A letter confirming the exact date, time and location will be sent to you.

Education Hours Required to Renew: The renewal of a license as an automatic fire sprinkler contractor which has an expiration date after June 30, 2002, shall be contingent upon the person obtaining at least 12 hours of acceptable continuing education by March 31 of the year their credential expires. A person who holds a license as an automatic fire sprinkler contractor may apply to the department for waiver of the continuing education requirements on the grounds of prolonged illness or disability or similar circumstances. Each application for waiver shall be considered individually on its merits by the department.